

*Lincoln Park Community Center
Rules, Policies, And Guidelines For Social Event Rentals
Indoor/Outdoor Rentals*

- The room will be set up by the renter. Limited additional help is available for no cost.
- Renter is responsible for returning the room/park to its original condition. This includes sweeping, mopping, removing balloons from the rafters, collecting all trash, and depositing it into outside dumpster.
- If damage is incurred to the building/park, equipment, or fixtures and costs exceed the security deposit, you will be billed for the full cost of repair or replacement.
- Catering or DJ equipment can be delivered on the day of the event with prior approval from Center Supervisors. A copy of the caterer's license and insurance information must be given to LPCC prior to the event. LPCC is not responsible for the equipment set-up or delivered.
- No cooking is to take place on site. Foods are to be refrigerated or kept warm only.
- No pets, rice, confetti, birdseed or glitter are allowed in the building.
- Smoking is not permitted in the building.
- Alcohol is prohibited for all types of indoor and outdoor rentals.
- For outdoor rentals: No Parking on Johnson Drive (private parkway)
- All indoor rentals must end no later than 11 p.m. Outdoor rentals must end before sunset. All participants must leave the facility and the park/parking lot immediately at the end of the event.
- Renter is responsible for the behavior of all attendees. Failure to obey any facility rules and regulation, excessive noise, fighting, drunkenness, vandalism, etc. will not be tolerated. Attendees involved in unacceptable behavior will be required to leave immediately, or the event will be terminated.
- Renter and guests have the use of the room /park that is rented- not the entire building or park. If your guests do not have a facility membership, they must stay in the room/area in which the event is being held.
- The City does not supply ice, utensils or other food handling equipment.
- For indoor rentals, music, PA systems, etc. must be set at a volume that cannot be heard outside the building. Facility staff has full control over volume level. **Amplified music is prohibited for all outdoor rentals.**
- Rentals are for private parties only. Rentals are not allowed for events advertised to the public, or for events for which tickets are sold. Each rental room has a room capacity, if that number is exceeded the renter will be asked to end the event immediately.
- LPCC will notify City of Rockville Police in advance of all rentals, not as security, but to make them aware of the event.
- The renter shall be fully responsible for and shall indemnify and hold the City harmless from any damage to objects or property belonging to the City of Rockville and for any personal injury incurred during or as a result of such use. The user is responsible for obtaining all permits and licenses necessary for the proposed activities. The user also agrees to abide by the scheduled hours of use. The City of Rockville will not assume responsibility for personal items brought into or left in the facility by the user, guest or subcontractor.
- Security Deposits will be refunded to the person whose name the event was rented under within 2 weeks after event has taken place. Security Deposits paid by cash or check will be mailed. Credit Card refunds will be placed back on the same card it was paid.
- The City of Rockville reserves the right to deny future rentals if the above rules are not followed.

Cancellation Policy

- A 10% administration fee will be charged for cancellations more than 60 days before the event. If the reservation is cancelled 30-60 days before event we retain a 20% administration fee. If the event is canceled less than 30 days prior to the event we retain entire rental fee and security deposit.

Renter Signature: _____

Date: _____

LPCC Rep. Signature: _____

Date: _____